

SPECIAL PROJECT GRANT: LITERACY SUPPORT

1. INTRODUCTION

This grant was made possible through the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act of 1998 to (1) assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; (2) assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and (3) assist adults in the completion of a secondary school education.

2. GRANT PURPOSE

May support one or more of the following:

- a. Acquisition of instructional materials to aid the instruction of eligible adult participants.
- b. Increase training for volunteer tutors.
- c. Support professional development for literacy council staff.

3. ELIGIBLE APPLICANTS

Eligible applicants for this grant, under the WIA Title II, include:

- a. Volunteer community-based family literacy organizations of demonstrated effectiveness based in Michigan.
- b. Volunteer literacy organizations of demonstrated effectiveness based in Michigan.
- c. Newly formed volunteer literacy organizations that have a 501 c 3 and can demonstrate start up funding and structure.

4. EFFECTIVE DATE OF AN APPROVED PROJECT

March 17, 2008 through June 30, 2008.

5. APPLICATION REQUIREMENTS

On-line applications must be filled out and electronically submitted.

6. BUDGET GUIDELINES

Currently, there is no minimum amount required to apply for this grant. There is a maximum dollar amount of \$1,500 per agency. A Special Project Grant Budget Page must be completed. Explain each line item, indicating the function code and the description. Listed below are grant expenditures that are allowable and unallowable:

Allowable Grant Expenditures

- a) Instructional materials to aid the instruction of adult learners.
- b) Trainer fees and travel expenses (e.g., transportation, lodging, and meals). A breakdown will be needed for each item. Fees must be realistic and in alignment with actual contact/presentation time. Mileage reimbursement: \$.505 premium (under 100 miles round trip); standard: \$.329.
- c) Refreshment costs of reasonable amounts during training sessions.
- d) Conference registrations. The following expenses are allowed for MAETC 2008:
 - Premium Mileage (under 100 miles round trip) = \$.505/mile
 - Standard Mileage = \$.329/mile
 - MAETC Conference Registration = \$195 full registration; \$100 1 day registration
 - MAETC Lodging = \$89 + \$9.95 resort fee/night (possible for 5/5/6-5/8)
 - MAETC Dinner Allowance = \$21 (possible for 5/6-5/8)
 - MAETC Lunch Allowance = \$8.75 (possible for 5/6)

Unallowable Grant Expenditures

- a) Program coordination (staff time spent writing the grant).
- b) Staff salaries/stipends.
- c) Equipment.
- d) Out of state travel for professional development.

7. PROJECT REQUIREMENTS

The application should provide evidence that the project:

- a. Emphasizes meeting the needs of volunteers working with eligible (low level literacy) adult education participants.
- b. Supports the mission of the literacy organization in serving adult participants.
- c. Has a complete and accurate Special Projects Budget Form.

Applications will be accepted February 14, 2008 - March 14, 2008.

8. PROJECT REVIEW

Proposals will be reviewed and rated on the basis of established criteria per grant category and the adequacy of the submitting agency in addressing the application requirements as listed in the Budget Guidelines above.

9. AUTHORIZED ACTIVITIES AND NARRATIVE SECTION

You will select activities from three of four sections:

Section A: Conduct Training/Professional Development

Section B: Attend Training/Professional Development

Section C. Curriculum/Software Development-**this section does not pertain to the Literacy Support Grant (is not an allowable activity for this grant)**

Section D: Other Activities Authorized by DLEG

- A. Mission of the Literacy organization
Describe your organization's mission and demonstrated past effectiveness.
If you are a new volunteer literacy organization, please describe your start up funding sources and structure. (ex. are you associated with a public library and to what extent; where has your start up funding come from?)
- B. Description of Need
Describe the need in your community and if a needs assessment has been completed.
- C. Goals and Objectives
Describe the goals and objectives of each proposed activity.
- D. Description of the Proposed Special Project Alignment with State Performance Objectives
Describe how your agency program design will align with the state mission statement- Office of Adult Education Mission Statement: to ensure that all adult learners obtain the highest quality education, leading to the attainment of a secondary education, literacy and numeracy skills necessary to succeed in employment and post-secondary education.
- F. Description of Cooperative Agreements
Provide a description of the formal and informal cooperative agreements with other volunteer organizations for volunteer training.
- G. Plan for Outreach/Marketing of Project
Describe marketing and outreach plans for the proposed activities.
- H. Plan for Evaluation of Effectiveness
Please give a brief description of how you plan to assess how the planned activity impacted the effectiveness of your organization.
- I. Plan for Follow Up and Dissemination of Information, Curriculum and/or Software for Improving Performance
This does not pertain to literacy organizations. Please enter NA in the field.

10. AGENDA SECTION

If you plan to conduct training/professional development activities you must complete and agenda and attach resume(s) as applicable.

11. EVALUATION FORMS

If you plan to conduct training/professional development activities you must have participants complete the evaluation form provided in the application. All completed evaluation forms must be submitted with your agency's final report.

12. PARTICIAPNT SIGN-IN SHEET

If you plan to conduct training/professional development activities, you must have participants complete the sign-in sheet provided in the application. All completed sign-in sheets must be submitted with your agency's final report.

FINAL REPORT

Financial Report (Final Expenditure Report):

The Final Expenditure Report form is required within 60 days of the Special Project Grant ending date of June 30, 2008. This includes line item expenditures that correspond to the line items in the approved budget. This report is found in CMS (Cash management System) which is accessed through the MEIS on-line system from which all funds must be drawn and reported through.

Final Narrative Report:

This report is required within 60 days following the Special Project Grant ending date. The Final Narrative Report contains a project summary of activities accomplished with the Special Project Grant. Original sign-in sheets and evaluations must be included with your final narrative.

For technical assistance or information regarding the Literacy Support Special Projects Grant, please contact the Office of Adult Education at 517-373-8800.